

THE POSITION

Working for Local Government Services and assigned to the Metropolitan Transportation Commission (MTC), the incumbent will provide support for the management and operation of the Service Authority for Freeways and Expressways (SAFE) Motorist Aid Services program. The SAFE program includes operation of over 2,100 call boxes and 83 roving tow trucks on the Bay Area's highways with a total budget in excess of \$15 million annually. These programs have a proven track of significantly improving safety and reducing congestion on Bay Area freeways.

Responsibilities include:

- Assisting with implementation and maintenance of FSP and Call Box programs, including the new Mobile Call Box Program.
- Managing data collection for tow truck fleet monitoring and invoice preparation.
- Managing FSP incentive program.
- Monitoring performance and inventory management; and coordinating with partners that support both programs and other incident management activities.

Typical assignments include:

- Managing implementation and operation of the Mobile Call Box Program, including developing contracts and reviewing contractor performance.
- Contract tracking, fleet management, invoice preparation, and inventory tracking and monitoring.
- Managing funding agreements and representing the safe program at technical advisory committee meetings.
- Working with CHP and Caltrans to do required program operations analysis to identify and solve key problems.
- Monitoring contractor invoices to ensure accuracy and contract conformance.
- Coordinating the development of the FSP newsletter and the FSP Incentive Program with Public Information staff, FSP staff, and CHP and Caltrans.
- Managing inventory and distribution for FSP tow services and telecommunication equipment.

THE IDEAL CANDIDATE

The ideal Motorist Aid Program Coordinator will have a master's or a bachelor's degree from an accredited college or university, in an appropriate discipline such as urban planning, transportation planning or engineering, public administration, or business management.

Completion of a minimum of one year of experience within the last five years, that is progressive and verifiable professional level work in a field related to the discipline. One year of graduate work in a discipline directly related to the position may be substituted for the required experience. Additional professional work experience is preferred.

Knowledge of: Principles and techniques of quantitative analysis; Computer applications related to complex databases and spreadsheets; GIS concepts desirable; Principles of transportation operations, planning, funding, and programming; Procurement and contract management; and techniques to facilitate inter-agency coordination.

Ability to: Analyze complex data to develop solutions; Document technical analysis for policy makers as well as lay audiences; Prioritize and undertake multiple tasks; Develop work scopes, procure consultants and manage projects and contracts; Manage technical projects that achieve objectives; Communicate effectively, both orally and in writing and effectively work in a team environment; Develop and implement project budgets; Manage equipment and supply distribution, manage and track invoices and other related activities.

Other Desirable Qualifications include:

Knowledge of and experience with one or more of the following:

- Project and contract management.
- Database and spreadsheet software applications.
- Newsletter and incentive program coordination.
- Freeway related intelligent transportation systems.
- GIS applications.

THE COMMUNITY

Bordering San Francisco Bay and serving the 9-county Bay Area, MTC is located in Alameda County, which is graced with natural beauty, a variety of activities, and is made up of cities and towns. Alameda County includes a large unincorporated area, with mountains and beaches falling under its jurisdiction. MTC's offices are located within a 15-minute BART ride from downtown San Francisco.

THE ORGANIZATION

MTC is comprised of three agencies in one:

MTC — Created by the Legislature in 1971, the Metropolitan Transportation Commission is the transportation planning, coordinating, and financing agency for the 9-county San Francisco Bay Area. MTC distributes over \$1 billion per year in local, state, and federal funds to transportation projects and services.

BATA — Created by the Legislature in 1998 to administer the base toll on the bridges, BATA is now responsible for the entire \$4 toll, including overseeing the Toll Bridge Seismic Retrofit Program.

SAFE — Created by the Legislature in 1988, SAFE oversees the region's network of call boxes and the Freeway Service Patrol. Partnering with Caltrans and the CHP on Freeway Incident Management. The SAFE program includes operation of over 2,111 call boxes and 83 roving tow trucks on the Bay Area's highways with a total budget in excess of \$15 million.



The chosen candidate has employment through Local Government Services (LGS), Joint Powers Agency. The salary for the Motorist Aid Services (Assistant/Associate Program Coordinator) starts at \$33.00 (depending upon additional qualifications, salary may be up to \$48.00 per hour). Local Government Services offers an attractive benefits package including:

Insurance – Employer-paid premiums for medical, dental, vision, as well as life insurance at one times annual salary.

Retirement Plan – PERS with a 2% @55 plan and employer paid member contributions.

Leaves – Vacation, sick Leave, and administrative leave of:

- Vacation of 12 days/year.
- Holidays of 10 days/year.
- Sick leave of 12 days/year accrued.
- Administrative leave of up to 1 day/year.

Other negotiable benefits include:

- A transportation allowance.

For information about MTC, see its website at www.mtc.ca.gov.

This position is a full-time limited duration assignment through June 30, 2009. Continuation of the position is subject to annual budget approval.



If you are interested in this outstanding opportunity, please submit via the web address of <http://calopps.org>. Look for the position under “member agencies” Local Government Services where you can apply online with a cover letter and resume. The **cover letter must state your project management skills/experience**. Submit by **Thursday, June 5, 2008** via the CalOpps website to Jennifer Bower at Local Government Services

Following the closing date, resumes will be screened according to the qualifications outlined in this brochure. The most qualified candidates will be invited to an interview. A select group of candidates will be asked to provide references once it is anticipated that they may be finalists. A background check to verify information supplied in the application materials will be conducted following candidate notification. For questions call 650/587-7316 or email to jbower@rgs.ca.gov



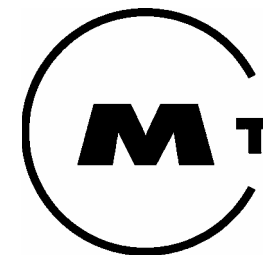
PO Box 1077
Camarillo CA 93011

Phone 650-587-7316
Fax: 650-587-7311
E-mail jbower@rgs.ca.gov

Motorist Aid Services

(Assistant/Associate Program Coordinator)

To be considered for this Limited Duration assignment with Metropolitan Transportation Commission apply to Local Government Services



Metropolitan
Transportation
Commission

Salary:

Starting at \$33.00 per hour

(depending upon additional qualifications, salary may be up to \$48.00)

Apply by Thursday, June 5, 2008